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# MANAGEMENT COUNCIL NEWSLETTER

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A summary of significant events of  
interest to USDA management

Issue #47  
FEB 14 '79 October 15, 1976

SWINE FLU VACCINE.....The Department has not yet received a firm date on delivery of the swine flu vaccine. It is anticipated, however, that the vaccine will be available from the D.C. Department of Human Resources by the end of October or early November.

Everyone receiving this free vaccine must present a completed registration form at the time the vaccine is given. These forms are now available at the entrances to the Administration and South Buildings that are open in the mornings and evenings. USDA personnel in the GHI Building may obtain these forms through the medical office in that building (ext. 78993).

These registration forms are provided in 3 different colors: Maryland residents must use the pink forms, D.C. residents must use the blue forms, and Virginia residents must use the white forms.

The following cautions should be noted. DO NOT take the vaccine if you

- are allergic to eggs
- have a fever
- have taken any other vaccine in the last 14 days

(Contact: Dr. Jacykewycz, OP, ext. 73893)

DEPARTMENT CFC CAMPAIGN NEARING ITS CONCLUSION.....USDA has reached 80.3 percent of the CFC goal of \$403,025 at the end of the third week of the four-week campaign. The target for this period was 85 percent. The number of employees contributing, however, is only 57 percent. USDA will meet the goal if employees who have not yet contributed give an average gift of \$16.13; to date, the average gift of those employees who have contributed is \$49.61.

CSRS, EMSC, FCS, OP, SRS, AMS, FAS, FNS, OMF and the Graduate School have exceeded 100 percent of their goal. The percentages by agency are as follows:

AMS	106%	FCS	113%	OI	45%
APHIS	58%	FmHA	66%	OMF	112%
ARS	74%	FNS	117%	OO	62%
ASCS	99%	FS	64%	OP	106%
COMM	30%	NAL	73%	P&SA	71%
CSRS	140%	OA	50%	RDS	97%
EMSC	124%	OADS	42%	REA	74%
ERS	83%	OALJ	98%	SCS	72%
ES	63%	OEO	72%	SEC	55%
FAS	103%	OGC	53%	SRS	123%
FCIC	-	OGSM	97%	GS	116%

(Contact: Allan Johnson, ERS, ext. 78066)

10/21

GSA SPACE REQUEST LISTING FOR FY 77.....GSA does not have sufficient funds to handle all FY 77 space requests. GSA has, therefore, prepared a listing of outstanding USDA space requests, prioritized the way they see them. Administrative Services Directors are reviewing this listing and are submitting their priorities, based on program needs, to 00. 00 will work with OMF to secure decisions on overall Department priorities and respond to GSA. GSA is expected to proceed promptly with agreed upon leasing actions. (Contact: Paul Denett, 00, ext. 75225)

ADMINISTRATIVE SERVICES CONFERENCE.....Agency Directors of Administrative Services met with representatives from the Office of Operations and the National Finance Center on October 12, 13, and 14, in New Orleans. This meeting was called to discuss, among other things, the NFC payment systems and property management information requirements to be met through the NFC. Also covered in this session was the legal and procedural impacts on administrative services and interorganizational working relationships.

The Assistant Secretary for Administration addressed the conference on October 13. (Contact: George Knapp, 00, ext. 73937)

CENTRALIZED ACCOUNTING SYSTEM.....The new centralized accounting system became operative on October 1 for those agencies previously covered by the Special Accounting and Reporting Section, NFC. This system will provide a high degree of integration between budget and accounting data used in the production of management reports which compare planned and actual amounts for current and cumulative periods. External reports will be produced on an automated basis including accrual data for the program structure and printed budget. Careful design of accounting classification codes has reduced input data to a minimum. (Contact: Leo Palensky, OMF, ext. 77251)

✓ WASHINGTON TELEPHONES.....In November 1975, the Office of Operations reported that, within the Washington, D.C. metropolitan area, the total number of telephones which the USDA leased exceeded the number of USDA employees by 11%.

During the following seven month campaign to reduce costs, agencies and staff offices reported the removal of 677 telephones with an annual savings of \$135,466.

July 1976 telephone and personnel records show that 10 agencies and staff offices have fewer phones than employees; 12 have reduced their telephone inventories but still have more phones than employees; three have not changed since the November 1975 report; and eight have increased the number of excess phones. Overall, USDA still has 9% more phones than employees.

Those agencies and staff offices still having excess phones will be notified during the week of October 12-15. (Contact: Joe Godbout, 00, ext. 75225)



FNS AND MINORITY CONTRACTORS HELP EACH OTHER.....Minority contractors awarded contracts under the Department's Minority Business Enterprise Program (MBE) have been making major contributions in helping FNS meet program requirements and goals. This is being accomplished through cooperation and team work between the contractors and FNS personnel. Assistance is provided the contractors by setting up financial records for tracking their costs; preparing subcontracts for use to assure completeness; and working side by side with the minority contractors to help them identify and anticipate problems. This approach has resulted in FNS and the Department contributing significantly toward meeting MBE goals and objectives. (Contact: Frank Gearde, FNS, ext. 78974)

TIMELINESS OF STAFFING.....The Civil Service Commission is attempting to make the Merit Staffing System more efficient. The CSC analyzed over one thousand selections made at 44 Federal installations nationwide in FY 75 and found that the average selection took 58.6 work days, broken down as follows:

- ...23.6 days (40%).....Receipt of request by agency personnel office and CSC asked to provide eligibility list.
- ...7.9 days (13%).....Issuance of certificate by CSC.
- ...14.5 days (25%).....Expend by agency from receipt of CSC certificate to selection of employee.
- ...12.6 days (22%).....Time between selection of employee and date of oath taking.

Total processing time varied substantially among occupations and grade levels. The time ranged from 36.6 days for clerical positions up to 158.8 days for senior level positions at the GS-13 through GS-15 grade levels.

An Interagency Advisory Group subcommittee on staffing is now meeting to identify causes for the delays and recommend future action.

94TH CONGRESS ADJOURNS.....The 94th Congress adjourned sine die on Friday, October 1. Before adjourning, the Congress passed the following bills of major interest to the Department:

- ...H.R. 12572.....This bill overhauls the nation's grain inspection system and establishes a Federal Grain Inspection Service in USDA.
- ...H.R. 10133.....Provides for upgrading certain officials in USDA.
- ...H.R. 11337.....Provides for a mid-decade census of the population.
- ...S. 3091.....Provides for more efficient and effective management of our national forests and overturns a recent court decision prohibiting clear cutting.

The 95th Congress will convene on January 4, 1977. (Contact: John Mottershead, OMF, ext. 74654)

KCCC COMPETITIVE PROCUREMENT STATUS.....Congressman Brooks has placed a hold on the KCCC competitive procurement for a period of approximately six weeks pending an initial audit by GAO. Upon review of the audit results, a Delegation on Procurement Authority may be given USDA by GSA. (Contact: R. Long, ADS, ext. 74789)

TRAVEL COSTS.....According to a recent item in the Federal Register, USDA's average cost per travel day is the lowest of the 21 Cabinet Departments and major independent agencies. USDA's costs in 1973 were \$21.34 per day compared with an average of \$24.53 for all agencies. Average cost of lodging was \$1.47; meals, \$8.77; and miscellaneous, \$1.10. This compares with averages of \$12.98, \$9.77, and \$1.78 respectively for all agencies. By 1976, our costs had risen only to \$23.56 per day, an increase of \$2.22, whereas the average increase for all agencies was \$7.56.

Although to some extent, USDA's low travel cost is undoubtedly attributed to travel in rural areas, USDA's average is over a dollar less than that of the Interior Department, which also travels primarily in rural areas, and \$9.00 less than EPA (the highest agency in the survey). Most importantly, it shows that USDA travelers are trying to hold down travel costs. (Contact: Leo Palensky, OMF, ext. 77251)

NEW PURCHASE ORDER SYSTEM.....All USDA agencies are now covered by the NFC centralized purchase order system. This system began operation on October 1 for agencies served by the Special Accounting and Reporting Section of the NFC. This is the last major payment subsystem to be implemented. (Contact: Leo Palensky, OMF, ext. 77251)

RICHARD J. ALDRICH APPOINTED CSRS ADMINISTRATOR.....Richard J. Aldrich was appointed Administrator, CSRS, effective October 7. He succeeds Roy L. Lovvorn who retired in June.

Mr. Aldrich previously served as Associate Director of the Agricultural Experiment Station at the University of Missouri, Columbia. He also served as the Associate Dean for Research at the University.

CLINTON E. JEFFERS APPOINTED TO OIA.....Clinton E. Jeffers has been appointed Assistant to the Secretary for Intergovernmental Affairs, effective October 13. Mr. Jeffers succeeds R. B. Wilson, who resigned August 1.

Mr. Jeffers served as Colorado Commissioner of Agriculture and had 21 years service as a farm owner and operator.

NOCC DIRECTOR APPOINTED.....Kevin Quinn has been appointed Director of the New Orleans Computer Center effective September 24. Prior to coming to USDA, Mr. Quinn was the computer center director for Price Waterhouse in New York.

NEW COMPUTER AT SLCC BEGINS ACCEPTANCE TESTING.....The Burroughs 4781, which was installed during September, has begun acceptance testing effective October 12. Testing will continue for a period of approximately 30 days. (Contact: Ray Long, ADS, ext. 74789)

NEW COMPUTER AT FCCC PASSES ACCEPTANCE TESTING.....The Univac 1100/42 computer installed at Fort Collins in August has successfully passed its acceptance testing by the Department and the Univac 1108 has been removed (Contact: Ray Long, ADS, ext. 74789)